



CITY OF ATLANTA

Job Announcement

LOAN PROGRAM MANAGER

STARTING SALARY: \$44,914

Salary negotiable

Salary Grade 23

Applications Accepted From December 12, 2005 until Vacancy is filled

Minimum Job Requirements

Persons applying must have a bachelor's degree in Business Administration, Public Administration, Finance, Real Estate, or related field, and five years of experience which includes responsibility for loan underwriting, proforma analysis, real estate transactions, and construction loan transactions. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee manages all loan activity relating to single and multi-family housing development administered by the Bureau of Housing commonly used in conjunction with HOME and other public programs. Duties include but are not limited to the following: reviews and evaluates HOME applications and develop budget (sources and uses, operating budget and pro-forma) to determine appropriate level of funding for project; conducts financial feasibility assessments, develop underwriting standards, determines loan to value ration in the event concurrent loans are used for collateral/foreclosure; prepares written agreements (mortgage, loan, deed restrictions, etc); closes construction and manages draw requests; closes permanent loans and performs loan servicing and other financial management tasks; reviews change orders, timeframe and scope of work before approval; conducts periodic inspections to ensure effective monitoring and determine work completion prior to payment; assists in identifying funding sources; reviews HUD handbooks, municipal code, and departmental standard operating procedures manual to insure appropriate implementation of housing programs; and; performs related work as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual applicants.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

***Verification required prior to appointment.**